

# Using Government Facilities

## ☑ ABOUT THE SERVICE

THE MUNICIPAL GOVERNMENT offers the use of the following facilities ideal for seminars, conferences, gatherings, sports and other activities:

- Capt. Goyo Hall
- Gymnasium
- Tables/chairs for use at the Gymnasium and Capt. Goyo Hall

## ☑ REQUIREMENT(S)

Letter-request addressed to the Mayor indicating the schedule and purpose of the activity

## ☑ FEES

### 1) Gymnasium

#### a. Rentals

- |  |            |
|--|------------|
| 1) Non-commercial games/dance rehearsal and similar activities,<br>per hour or fraction  | - P 50.00  |
| 2) Commercial basketball/other paid games & programs or<br>Activities per occasion   | - 1,000.00 |
| 3) Wedding receptions/parties/anniversaries/paid balls, dances<br>And similar activities per occasion                            | - 1,000.00 |
| 4) Conventions, seminars. workshops/graduations/proms and<br>similar activities, for the first four hours or<br>fraction thereof | - 200.00   |
| for each succeeding hour or fraction   | 50.00      |

#### b. Service Charges

- |                                |        |
|--------------------------------|--------|
| 1) Mono bloc chairs, per chair |        |
| Non-commercial activity        | - 1.00 |
| Commercial                     | 5.00   |

2) Capt. Goyo Hall - P500.00/day

## ☑ HOW TO AVAIL OF THE SERVICE

Steps	Activities Process		DURATION	PERSON RESPONSIBLE
	Service Providers	Clients		
1.	Entertain clients, and receive letter request (If use is for the gymnasium), Coordinate with the Mun. Engineering Office for electricity	Present letter request to receiving clerk/employee	2 minutes	Isabel Bernades Clerk
			5 minutes	Felipe Lucero
2.	Advise client to proceed to MTO	Proceed to the MTO for payment		Isabel Bernades Clerk
3.	Prepare permit for approval	Present O.R.	3 minutes	Joahna Cadeliña Clerk
4.	Mayor's approval	Wait	15 minutes	Fortunato Abrenilla/Germinio Vallente
5.	Release of permit	Sign logbook	1 minute	Isabel Bernades Clerk

**Total 26 minutes**